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## **Procurement**

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**Responsible Office: Office of Procurement**

(Formerly SLP 4.6)	JPR No.	1281.6
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## Change Log

Baseline	5/25/07	Rod Etchberger x38530	Convert SLP 4.6 to JPR 1281.6 for QMS – JSC Directives Management System (JDMS) Consolidation  Removed Flow Chart
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## PREFACE

### P1. PURPOSE

This JSC Procedural Requirement (JPR) shall establish the Procurement requirements to establish a consistent and documented method for ensuring acquired products and services conform to specified requirements.

### P2. APPLICABILITY

This JPR shall be applicable to all JSC NASA organizations, including Ellington Field, the Sonny Carter Training Facility, and the White Sands Test Facility, except for the following:

- a. Office of Inspector General,
- b. NASA Engineering and Safety Center Offices at JSC (NESC)

### P3. AUTHORITY

(All document citations are assumed to be the latest version unless otherwise noted.)

Title 48 Code of Federal Regulations (CFR), *Federal Acquisition Regulation (FAR)*

NPR 5100.4, *NASA FAR Supplement*

JPD 1280.1, *Quality Policy*

JPR 1280.2, *Quality Manual*

### P4. APPLICABLE DOCUMENTS

(All document citations are assumed to be the latest version unless otherwise noted.)

JPD 5310.7, *Safety, Reliability, and Quality Assurance (SR&QA) Audits and Surveillances of Contractors*

JPR 1281.1, *Management Responsibility*

JPR 1281.9, *Process Control*

JPR 1281.10, *Inspection and Testing*

JPR 1281.13, *Control of Non-Conforming Product*

JPR 1281.14, *Corrective and Preventative Actions, and Continual Improvement*

JPR 1281.17, *JSC Audits*

JPR 1440.3, *JSC Files and Records Management Procedures*

JPR 1700.1, *JSC Safety and Total Health Handbook*

*JSC Procurement Instructions (JPIs)*

JPI Subsection 1804.7290(e)(1), *Procurement Coordination and Approval Matrix (CAM)*

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AL- Unique Work Instruction (UWI), *Procurement 1, (Flow Chart) Legal Office Review of Procurement Actions*

BA – UWI-006, *Corrective Action Procedure for Contracts and Purchase Orders*

**P5. MEASUREMENT VERIFICATION:**

- a. Processes and procedures shall be measured and monitored as prescribed by JPR 1281.9.
- b. Audits, as prescribed in JPR 1281.17, and shall be used to verify conformance with requirements.
- c. Results shall be reviewed by Directorates and the Center as prescribed by JPR 1281.1.

**P6. CANCELLATION / RESCISSION:**

This JPR cancels SLP 4.6, Revision F, *Procurement*, dated August 2, 2006.

*Original Signed by:*

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H. Lawrence Dyer  
Manager, Management Integration Office

Distribution:  
JDMS

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## **1.0 RESPONSIBILITIES**

### **1.1 Director, Office of Procurement:**

The Director shall provide procurement (purchasing and contract administration) support for the entire Center and the Director serves as the Procurement Officer. The Procurement Officer is the process owner for all procurement processes and the requisition process. The Directorate Level Organization (DLO) is comprised of the following procurement offices that directly support major programs and functional directorates at JSC:

- a. Procurement Policy and Systems Office;
- b. International Space Station Procurement Office;
- c. Projects Procurement Office;
- d. Institutional Procurement Office;
- e. Exploration Systems Procurement Office; and
- f. Space Shuttle Procurement Office.

The manager and deputy manager of each of the procurement offices report to the Director, Office of Procurement.

### **1.2 Procurement Office Managers:**

The managers and deputy managers of each procurement office shall assign contracting officers and other personnel to support a particular procurement or class of procurements.

### **1.3 Contracting Officers (COs):**

COs are the only officials with authority to contractually bind the Government, and they have overall responsibility for the entire procurement process, subsequent to the initial requirement determination. COs shall:

- a. Review and approve purchase requisitions for validity of the requirement, estimated costs, and other aspects of good management;
- b. Provide assistance with market research;
- c. Identify sources;
- d. Maintain vendor source lists;
- e. Provide general oversight of the acquisition activities;
- f. Provide assistance in preparing and conducting solicitations, awards, and post-award administration;
- g. Take corrective action, if required, in accordance with BA-UWI-006; and

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h. Perform the contract closeout activities.

#### **1.4 Directors of Directorate Level Organizations (DLO):**

The requiring directorate is the organization with the overall responsibility for determining its needs and what is to be acquired by purchase, by agreement, or both. The DLO shall be responsible for early coordination with organizations such as the Safety and Mission Assurance (S&MA) Directorate (for specifying safety and quality management requirements, as referred to below), the Center Operations Directorate (COD) (for specifying construction, architect-engineering, property, environmental management, and physical security requirements, etc.), the Information Resources Directorate (IRD) (for specifying Information Technology (IT) requirements), the Management Integration Office (for specifying Quality Management System-related requirements), and the Office of the Chief Financial Officer (OCFO) (for specifying financial reporting requirements, funding, and other issues) as appropriate to the product or service to be acquired.

#### **1.5 Requisitioner:**

The person (and/or other individuals designated by the requiring organization) within the Center who is primarily responsible for identifying a particular purchase for goods or services. All Requisitioners shall:

- a. Perform market research, with assistance provided by the procurement Office of Responsibility (OPR) prior to developing a statement of work (SOW) or specification;
- b. Prepare the SOW or specifications;
- c. Develop the Independent Government Estimate (IGE);
- d. Prepare the Contract Surveillance Plan;
- e. Create the purchase requisition in the Integrated Enterprise Management Program (IEMP) SAP R/3 System.
- f. Support the development and approval of the acquisition documents, solicitation preparation, the evaluation and negotiation process, and its implementation.
- g. Ensure that the appropriate requiring DLO personnel are involved, as appropriate, in developing the acquisition.

#### **1.6 Contracting Officer's Technical Representative (COTR):**

The COTR is appointed by the CO, normally from within the DLO, and may be the Requisitioner. The COTR shall:

- a. Support the CO through surveillance of the contractor's performance;
- b. Ensure any reports are submitted timely;
- c. Recommend corrective action when necessary; and
- d. Ensure the timely completion of past performance evaluation documentation (e.g., NF 1680, SF 1420, SF 1421, etc.).

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### **1.7. Safety and Mission Assurance (S&MA):**

The S&MA DLO, and/or designee, is responsible for assisting other DLOs in ensuring that the proper levels of safety, reliability, and quality assurance are imposed in purchases and agreements. The S&MA office shall:

- a. Assist the DLO, the CO, and the COTR in monitoring the contractors' and/or vendors' compliance with contractually or agreement-imposed safety, reliability, and quality assurance requirements;
- b. Obtain the Government source inspection; and
- c. Provide assistance in determining whether products or services are ultimately acceptable.

Exceptions to the above responsibilities are as follows.

### **1.8 Aircraft Systems Quality Assurance (ASQA) Office:**

The ASQA Office shall be the OPR for purchases and agreements involving aircraft hardware, software, and related support services; and aircraft flight operations and ground operations directly supporting aircraft operations such as servicing, maintenance, and repair.

### **1.9 Office of the Chief Financial Officer (OCFO):**

The OCFO shall provide resource management, budget support, and accounting and financial support for procurements and its related contract administration.

### **1.10 Office of Chief Counsel:**

The Office of Chief Counsel shall provide legal review for all contractual documents from pre-award to contract closeout in accordance with the Coordination and Approval Matrix (CAM) and AL-UWI, Procurement 1.

## **2.0 PROCEDURE**

Procurement offices accomplish their role by following the policies and procedures as outlined in the FAR and other related policy documents. The FAR provides uniform policies and procedures for acquisitions by executive agencies of the Federal Government. Each agency may issue supplements to the FAR to provide additional implementing policies. In the event of a conflict between provisions of the FAR and the NASA FAR Supplement, the FAR shall have precedence. Purchasing is accomplished in four major phases: (4.1) Presolicitation, (4.2) Solicitation and Award, (4.3) Administration and (4.4) Contract Closeout. In each phase of the procurement process, the contractor(s) are evaluated to ensure that they provide quality products and services that conform to the requirements of the contract. Roles of the various organizations and personnel involved vary directly and significantly with the phase of the particular purchase, as identified in subsequent paragraphs.

### **2.1 Phase 1, Presolicitation:**

The following individuals and/or organizations shall assist in identifying the need for a product or service.

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2.1.1 The Requisitioner, the CO and the Contract Specialist (CS) shall conduct a thorough market research to determine if commercial products are available from the open market.

2.1.2 The Requisitioner shall develop the description of the requirements, including, as required, a SOW, Contract Surveillance Plan, specifications, or other descriptions of the product or service that is to be procured. For products other than commercial off-the-shelf (COTS), the description of requirements shall include the requirements for product acceptance criteria and packaging and handling instructions, including the requirements for the verification and validation plan, if required. With guidance from the CO and CS, the Requisitioner ensures that the SOW is prepared in accordance with the FAR and NFS, as interpreted by the CO.

2.1.3 The Requisitioner shall submit the SOW/specifications to the appropriate offices described below.

2.1.3.1 The Requisitioner shall submit the descriptions of work to the appropriate S&MA division: Shuttle – NC; Station – OE; Government Furnished Equipment (GFE) – NT; Ellington Field – ASQA for the following items:

- a. Flight equipment, *such as crewed and non-crewed spacecraft*, payloads funded by JSC, spacecraft and aircraft experiments, software, systems and subsystems, components; and piece parts of the above, crew-related equipment, and biomedical hardware.
- b. "Protoflight," "development," or other similarly designated equipment that at some future time may become flight or flight test equipment; technology development hardware/software used to investigate test-bed applications; development hardware/software that may be subjected to crewed chamber testing; ground-based pressure vessels or systems; or articles for which configuration accountability, materials verification, or special process controls are required.
- c. Support equipment, software, and service such as ground-support equipment, field-support equipment, electronic or electromechanical training devices, simulators, technical expertise, special analyses, testing support, associated software, and services related to the operation or maintenance of items listed in paragraphs a and b above.

2.1.3.2 The Requisitioner shall submit the descriptions of work to S&MA's Occupational Safety Division for the following:

- a. Construction of or alterations to JSC facilities.
- b. Protective equipment for personnel.
- c. Hazardous materials as defined in JPR 1700.1 *JSC Safety and Total Health Handbook*.
- d. Any support service to a JSC organization that entails performance of hazardous operations or that may result in exposure of contractor personnel to hazards on JSC-administered property or to hazards associated in the Government furnished equipment (GFE) or operations.
- e. Purchase requisitions in the above categories that alter the existing scope of work under a contract, request for proposal, or previous purchase requisitions (i.e., revise the SOW, add flight hardware/ software to a study or prototype effort, add quantities, change test requirements or data requirements, etc.).

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2.1.3.3 The Requisitioner shall submit descriptions of work to the Facilities Management and Operations Division of the Center Operations Directorate for construction of or alterations to JSC facilities.

2.1.4 S&MA or ASQA shall ensure the proper routing and review of procurement documents by S&MA or ASQA. These offices will assist the requisitioner in determining the appropriate S&MA or ASQA requirements, depending on the type of product or service being procured and the location.

2.1.5 The Requisitioner, CO and S&MA, or ASQA in consultation with the CO and S&MA or ASQA, shall determine the need to impose qualification requirements (pursuant to FAR Subpart 9.2) and, if they are to be imposed, whether existing QPL, QML, or QBL will satisfy the requirement.

2.1.6 The Requisitioner and Resource Analyst shall prepare a purchase requisition in the IEMP SAP R/3 Core Financial System for all external acquisitions in accordance with applicable instructions. Before submitting the purchase requisition through the release strategy, ensure that it is complete, is of the correct PR document type (i.e., NASA PR, QualSensitive PR, NASA IT PR, etc.) and contains all ancillary documentation (such as the S&MA and other necessary approvals, funding, SOWs, specifications, and requests for justifications for other than full and open competition). It is required that these documents be attached to the purchase requisition in SAP.

## **2.2 Phase 2, Solicitation and Award:**

To conduct market research, the Requisitioner shall notify the procurement office when a potential requirement is identified so that it may assist in the process. (See paragraph 2.1.1 above.) The CS and CO are responsible for managing the purchasing process through contract closeout.

2.2.1 The Procurement Office Team Lead shall, upon receipt of a purchase requisition, assign a CS and CO. Incomplete purchase requisitions should be coordinated immediately with the requisitioner to obtain a complete package and correct any deficiencies. If the requisitioner does not provide the required documentation within a reasonable time, the incomplete request must be returned to the requisitioner.

2.2.2 The Requisitioner and Resource Analyst shall route purchase requisitions through the approval cycle in accordance with JPD 5310.7 *Safety, Reliability, and Quality Assurance (SR&QA) Audits and Surveillances of Contractors* and the Integrated Enterprise Management (IEM) Core Financial System. Officials with authority to review and approve purchase requisitions must assume the basic responsibility for reviewing purchase requisitions and ancillary documents for validity of the requirement, incorporation of appropriate quality provisions, estimated costs, availability of funds, proper general ledger accounts and material groups, and other aspects of good management.

2.2.3 The CO and CS shall ensure that all purchase requisitions are complete and explicitly define the requirements before accepting them for procurement. If necessary, contact the requisitioner for any additional information required to complete the purchase requisition. If necessary, return the purchase requisition to the requisitioner, in accordance with FAR Section 10.001 *Policy*, JPD 5310.7 *Safety, Reliability, and Quality Assurance (SR&QA) Audits and Surveillances of Contractors*; and the IEM Agency guidelines.

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2.2.4 The CO and CS shall consider the complexity and dollar value of the requirement and select a procurement method in accordance with FAR Subpart 16.1, *Selecting Contract Types*; and, contingent on that selection, use as a procedural guideline FAR Part 12, *Acquisition of Commercial Items*, FAR Subpart 14.2, *Solicitation of Bids*, and FAR Subpart 15.4, *Contract Pricing*. Compile a potential vendor list in accordance with FAR Section 14.205, *Presolicitation Notices*, or FAR Part 5, *Publicizing Contract Actions*. The competition requirements of FAR Part 6, *Competition Requirements*, shall control the process.

If it is a qualified purchase, establish an appropriate qualified list (see paragraph 2.1.5 above). Only sources on that list may be solicited to the extent permitted by the FAR.

2.2.5 The CO and CS shall prepare an appropriate solicitation as determined by the procurement method selected. The CS or CO shall:

- a. Ensure that appropriate information is collected as part of the contractor's offer to evaluate the contractor's qualifications and responsibility (FAR Subpart 9.1 *Responsible Prospective Contractors*). In addition, obtain past performance data on the potential offerors, which could include previous award fee evaluations and performance surveys, contact previous agencies and/or other customers as references, and consider the use of pre-award surveys where appropriate.
- b. Ensure that discussions regarding any purchase during the solicitation phase are managed and held only in accordance with FAR Sections 14.207 *Pre-bid conference* or 15.201 *Exchanges with industry before receipt of proposals*.

2.2.6 The CO shall maintain sole responsibility for the receipt and safeguarding of responses to solicitations in accordance with FAR Section 14.401 *Receipt and safeguarding of bids*.

2.2.6.1 The CO shall coordinate and lead all activities associated with the evaluation and pre-award process of a contract in accordance with the applicable portions of FAR Parts 9 - *Contractor Qualifications*, 13 - *Simplified Acquisition Methods*, 14 - *Sealed Bidding*, or 15 - *Contracting By Negotiation*, JPI Subpart 1804-72 *Review and Approval of Contractual Instruments*, and JPD 5310.7 *Safety, Reliability, and Quality Assurance (SR&QA) Audits and Surveillances of Contractors*. Canceling a solicitation in accordance with FAR Part 13 - *Simplified Acquisition Methods* or 14 - *Sealed Bidding* is the primary responsibility of the CS and CO.

2.2.6.2 The CO shall prepare and maintain, as part of the official contract file, the records of the evaluation of bids or offers, including documentation of evaluation of the offeror's quality performance (including past performance).

2.2.7 The CO and CS shall verify contractor responsibility. If a contractor is found to be not responsible, award may not be made, unless it is a small business and the Small Business Administration issues a certificate of competency. (See FAR Part 9 - *Contractor Qualifications*.) This determination of competency, which requires reviewing the lists of parties excluded from Federal Procurement and Non-procurement Programs, represents an evaluation of past performance and adherence to quality standards.

2.2.8 The CO and Legal Counsel shall coordinate and obtain approval to award a contract based on the coordination and approval matrix. Obtain legal reviews in accordance with AL-UWI-

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Procurement 1 and the CAM before awarding the contract. Coordinate reviews and responses to any bid or proposal protests as appropriate.

### **2.3 Phase 3, Contract Administration:**

2.3.1 The CO, the CS, and the COTR shall have the authority and responsibility to manage and monitor contractor performance. Prior to final acceptance and payment, evaluate all contracts, including purchase orders, to ensure good standards of workmanship were used and that a quality product or service is received and accepted.

2.3.2 To ensure contractor performance conforms to contractual requirements, the CO has numerous evaluation processes available and shall evaluate contractor performance during contract administration, including contractor performance survey (interim and final), approval of vouchers and progress payments, award fee determinations, business systems reviews, and incurred cost audits.

2.3.3 For all contracts of \$100,000 or less, the CO, the CS, and the COTR shall use the final inspection and acceptance process. For all contracts over \$100,000, use either the contractor performance survey process, the award fee process, or the construction/architect-engineering evaluation process identified in FAR Sections 36.201, *Evaluation of contractor performance*, and 36.604, *Performance evaluation*, as a formal way to monitor quality during contract performance.

2.3.4 In conjunction with the CO, the COTR shall complete the annual NF 1680, *Contractor Performance Survey*, and review the results with the contractor.

2.3.5 If performance is not meeting established requirements, as solely determined by the Government, the CO shall require the contractor to develop a corrective action plan immediately.

2.3.6 The corrective action plan shall be approved by the CO/COTR.

2.3.7 The COTR shall ensure that corrective action plans are implemented in a timely manner to correct all performance deficiencies that affect quality, and that preventive actions are established to mitigate any recurrences of these deficiencies. The purpose of this process is to ensure the contractor's performance is of high quality and conforms to requirements as related to technical performance, cost, schedule, and management. In addition, it provides the contractor timely feedback on performance as it relates to quality.

- a. Use the award fee process on contracts with award fee provisions. The purpose of this type of evaluation process is to motivate the contractor towards exceptional performance. Based on pre-established criteria, grade the contractor on overall performance. Based on a rating of "satisfactory" or better, the contractor may earn award fee dollars, commensurate with the quality of work performed for each specified period.
- b. If performance is not satisfactory, award fee dollars shall be reduced accordingly. In addition, at the end of each award fee period, the CO, in conjunction with the COTR, shall request that the contractor submit a corrective action plan and schedule for all recurring weaknesses that affect quality. The COTR shall also ensure that corrective action plans are implemented in a timely manner to correct all performance deficiencies and that preventive actions are established to mitigate any recurrences of these weaknesses.

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To carry out this responsibility, delegate authority to others as needed (See FAR Subpart 1.6 – *Career Development, Contracting Authority, and Responsibilities* and FAR Part 42 – *Contract Administration and Audit Services*). Examples of the CO’s authority include:

- c. Ensuring that contract terms and conditions are satisfied.
- d. Modifying and changing the contract and its requirements in accordance with FAR Part 43 – *Contract Modifications*. Only the CO may execute changes and modifications. It is NASA policy that changes shall be held to a minimum, that the impact of a change on technical schedule and costs/prices should be negotiated in advance of issuance of a change, and that unnegotiated changes be definitized on strict short deadlines.
- e. The CO shall ensure that all contractual deliverables are received and accepted following the appropriate procedures and documentation. If the deliverable is a service, coordinate the technical acceptance—consisting of a memorandum detailing the acceptability of the service—with the requester/COTR. The memorandum shall be the sole responsibility of the technical requester/COTR. Accept a contract deliverable or service in accordance with FAR Part 46 – *Quality Assurance*, NFS Subpart 1846 – *Quality Assurance*, and JPD 5310.7 *Safety, Reliability, and Quality Assurance (SR&QA) Audits and Surveillances of Contractors* (if applicable).
- f. For requisition verification, ensure that all acceptance criteria, including testing and validation requirements, have been met prior to accepting a purchased product. Only a person authorized to accept the product shall perform this task.

2.3.8 The CO shall delegate authority for the following tasks, as needed: a) surveillance of contractor performance; b) documentation of deliveries; and c) acceptance of quality product. The COTR and S&MA functions are of particular importance in this process. If needed, identify the need for and conduct a post-award orientation conference (required above \$1 million) so that all involved in the process understand their authority. The COTR normally participates in a pre-performance orientation with the contractor and others involved in contract performance and prepares a surveillance plan, a copy of which is to be provided to the CO and to the Procurement Policy and Systems Office.

2.3.9 The S&MA office shall review the contract, including the SOW and product or service specification, to ascertain whether the prescribed products or services require Government source inspection.

2.3.10 S&MA office, when required, shall develop a letter of delegation for Government source inspection detailing the required levels of inspection dependent on the type of product or services being procured. The S&MA office also shall: (a) monitor and provide management oversight of those delegated S&MA functions that are performed at the contractors’ facilities; (b) conduct periodic safety and quality audits in accordance with JPD 5310.7 *Safety, Reliability, and Quality Assurance (SR&QA) Audits and Surveillances of Contractors*; and (c) perform receiving inspection at JSC in accordance with JPR 1281.10 *Inspection and Testing*.

2.3.11 The CO, CS, COTR, the S&MA, Requisitioner and Resource Analyst shall assist in the preparation and the implementation of the contract surveillance plan as appropriate. All those involved in monitoring contractor performance are responsible for reporting to the CO any performance discrepancies or problems. Where corrective action is needed, the COTR or S&MA will provide the CO with a recommendation as to what action should be taken.

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2.3.12 Only the CO, or authorized representative, shall require a contractor to take corrective action. When a nonconforming product or service is received, take corrective action in accordance with JPR 1281.14, *Corrective Action, Preventative Action and Continuous Improvement*; and BA-UWI-006, *Corrective Action Procedure for Contracts and Purchase Orders*.

## **2.4 Phase 4, Contract Closeout:**

2.4.1 The CO shall:

- a. be responsible for contract closeout and disposition;
- b. be accomplished in accordance with FAR Part 4, *Administrative Matters*; and
- c. obtain from the requisitioner, COTR, and others involved in the surveillance process documentation stating that all deliveries have been made, all services have been provided, all issues (quality and other) have been resolved, and that appropriate reports have been made regarding performance to determine that complying goods have been accepted in accordance with JPD 5310.7, *Safety, Reliability, and Quality Assurance (SR&QA) Audits and Surveillances of Contractors*.

2.4.2 As in the other phases of the procurement process, several tools are used in the closeout process to ensure that quality goods and services have been received and accepted prior to contract settlement and final payment. Should funds be needed to settle the closeout process, the CO shall ensure that a Service Request (SR) has been prepared and requested through the OCFO. Other tools used by the CO to ensure quality include final inspection and acceptance reports, and final audits.

2.4.3 The COTR shall prepare a completion statement and final NF 1680, *Contractor Performance Survey*, certifying that all goods and services were received and accepted in accordance with the contractual requirements.

## **3.0 RECORDS**

3.1 The CO shall maintain the official contract files, as described in 2.1 and 2.2 above.

3.2 The CO shall maintain the Contract Administration and Contract Closeout records, as described in 2.3 and 2.4 above.

3.3 These files may be in electronic or hard copy format. The responsibility for file maintenance shall be as provided in the following documents:

- a. Title 48 CFR, *FAR*
- b. NPR 5100.4, *NASA FAR Supplement*
- c. JPR 1440.3, *JSC Files and Records Management Procedures*.
- d. JPI Subsection 1804.7290(e)(1), *Procurement Coordination and Approval Matrix (CAM)*
- e. AL-UWI, *Procurement 1, (Flow Chart) Legal Office Review of Procurement Actions*
- f. BA-UWI-006, *Corrective Action Procedure for Contracts and Purchase Orders*

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## APPENDIX A DEFINITIONS

a.	Contract	The term “contract,” as used in this document, refers to either a purchase order or a contract, as defined in FAR 2.101 and as used at JSC. Contracts do not include grants and cooperative agreements
b.	Contractor	Anyone providing products or services to JSC under a contract.
c.	Contract Specialist (CS)	A person with training in purchasing and contracting who aids the contracting officer in performing his/her job function.
d.	Contracting Officer (CO)	A person, appointed in accordance with the FAR, with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.
e.	Contracting Officer’s Technical Representative (COTR)	A person exercising authority and responsibility delegated by the CO. This individual represents the CO in the surveillance of the contractor, and provides overall technical management of the contract. A COTR has no authority with respect to a contract beyond what is specifically delegated to him or her.
f.	Flight Equipment	Includes “flight-like equipment and associated software,” such as that used in qualification and certification tests.
g.	Master List	A listing of documents and/or document control systems used for identifying QMS documents.
h.	Offer	A response to a solicitation that, if accepted, would bind the offeror to perform the resultant contract. Responses to invitations for bid (sealed bidding) are offers called “bids” or

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		“sealed bids.” Responses to requests for proposals (negotiation) are offers called “proposals.”
i.	Offeror	An entity submitting an offer or a bid.
j.	Qualified Bidders List (QBL)	The QBL lists bidders who have had their products examined and tested and who have satisfied all applicable qualification on requirements for that product or have otherwise satisfied all applicable requirements.
k.	Qualified Manufacturers List (QML)	The QML lists manufacturers who have had their products examined and tested and who have satisfied all applicable qualification requirements for that product.
l.	Qualified Products List (QPL)	The QPL lists products that have been examined, have been tested, and have satisfied applicable qualification requirements.
m.	Qualified purchase	A qualified purchase is one that must meet a “qualification requirement.” A qualification requirement means a Government requirement for testing or other quality assurance demonstration that must be completed before award of a contract.
n.	Requisitioner	The person within the requiring organization who prepares or is otherwise responsible for initiating the purchase requisition. The terms “purchase requisition initiator” and “technical initiator” are synonymous with the term “requisitioner.” Requisitioner functions may be handled by multiple individuals within a requiring organization.
o.	Uncontrolled Copies	Copies printed from the QMS Electronic Document Repository. These must bear the notice, “Verify that this is the correct version before use.”
p.	Vendor	Anyone providing products or services to JSC under a purchase order.



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## APPENDIX B      ACRONYMS

AL	Office of Chief Counsel
BA	Office of Procurement
CAM	Coordination and Approval Matrix
CFR	Code of Federal Regulations
CO	Contracting Officer
COD	Center Operations Directorate
COTR	Contracting Officer's Technical Representative
CS	Contract Specialist
DLO	Directorate Level Organization
FAR	Federal Acquisition Regulation
IEM	Integrated Enterprise Management
IGE	Independent Government Estimate
IRD	Information Resources Directorate
JDMS	JSC Directives Management System
JPD	JSC Policy Directives
JPR	JSC Procedural Requirements
JSC	Johnson Space Center
NFS	NASA FAR Supplement
NPD	NASA Policy Directives
NPR	NASA Policy Requirements

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OCFO	Office of the Chief Financial Officer
OPR	Office of Primary Responsibility
PR	Purchase Requisition
QBL	Qualified Bidders List
QML	Qualified Manufacturers List
QMS	Quality Management System
QPL	Qualified Products List
SAP	Systems and Applications Process
SR	Service Request
UWI	Unique Work Instruction
WI	Work Instructions

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## APPENDIX C SLP 4.6 CHANGE HISTORY LOG

Rev.	Date	OPR	Description
Basic	03/06/97	W. P. Bays	Initial Release
A	06/16/97	V. R. Jones	Effected Paragraphs: 3, References Delete Safety Handbook 7, Procedures (Clarification) & 7.1.2 added sentence 7.3.5, Corrective Action (Clarification)
B	09/08/97	V.R. Jones	6 References / Added JPIs 5.1 Added "Agreement" Definition 6.1.1 Clarification 6.1.2 Added "Legal Advisor" 7.0.1 Added "Agreements" 7.2.5 Clarification on Past Performance (Pre-Award) 7.2.8 Clarification on Legal Review 7.3 Added "Contractor Performance Survey process." 7.3.5 Corrected SLP No. 7.4 Clarification of Past Performance (Closeout) 8.0 "Agreements" to Flow Diagram & "Legal Review".
C	1/26/98	V. R. Jones	3.0 Updates / Clarifies References (Incorporates EA comments, dated Nov. 26, 1997) 4.0 Revised Quality Records List 6.3 Delineated Functions between SR&QA & ASQA (Incorporates DCR BA-DCR-97-005) 7.1.1 Clarification of Procedure 7.1.2 Clarification of Responsibility (Incorporates DCR BA-DCR-97-006 & BA-DCR-97-007) 7.1.3 Delineated Functions between SR&QA & ASQA (Incorporates DCR BA-DCR-97-005) 7.2.1 Clarification of Procedure 7.3 a. Clarification of Responsibility 7.3 b. Clarification of Procedure (Incorporates process change due to nonconformance under 4.14 / Corrective Action)
D	12/08/00	J. W. Hyde	Updates all references to Business Management Organizations (BMO) to Procurement Offices (PO). 3. Delete rescinded documents and update references names and

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Rev.	Date	OPR	Description
			<p>numbers.</p> <p>6 Revise Quality Record list for clarity</p> <p>7 Delete Agreement definition and revise paragraph numbers</p> <p>7.4.1 Clarify requisitioner's responsibility for ensuring SR&amp;QA involvement in process</p> <p>Delete paragraph on Agreements and revise Paragraph identification, include Resources personnel, and update chart</p>
E	03/18/03	J. W. Hyde	<p>Update document to reflect changes caused by the implementation of IFM in the Procurement process.</p> <p>Updated document to reflect change from a "purchase request" to purchase requisition.</p> <p>Change the name of Safety, Reliability &amp; Quality Assurance Office to Safety and Mission Assurance Directorate.</p> <p>3. Update references listed.</p> <p>5.1. Changed terminology from "Buyer" to "Contract Specialist" throughout document.</p> <p>6.1 Updated reference from PO back to Procurement Office.</p> <p>7.3.5 Correct reference in paragraph.</p> <p>Miscellaneous updates and/or corrections throughout the document.</p>
F	08/02/06	F.Ahadzie	<p>3. Updated references listed.</p> <p>5.4 Removed "daily" from COTR Surveillance.</p> <p>6.2 Provided a more exhaustive list of organizations and their responsibilities in the acquisition process.</p> <p>7.1.2 Revised to include product acceptance criteria in product descriptions.</p> <p>7.3 Updated JSC directive from "JMI 5150.5" to "JPD 5310.7".</p> <p>7.3 Added paragraph f, to address product acceptance criteria.</p>